

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, March 24, 2021

Present: Khaled Salam, Jason Brophy, Bello Mansour, Edward Barbezaa, Brigitte Charbonneau, Zara Fadoul, Sahazia Ouédraogo, Jeff Potts, Agness Nalwamba, Solange Kasongo, Ray Hall (for finances)

Regrets (r) / Absent (a): Ali Sougou (r), Dare Abdullahi (r)

1. Welcome and Call to Order

Jason called this meeting to order at 6:09 PM; **Quorum was met.**

2. Approval of agenda

MOVED by Agness and SECONDED by Brigitte that the agenda be approved, as presented.

Motion CARRIED.

3. Meeting ice-breaker – Sharing good news

4. Approval of minutes

MOVED by Edward and SECONDED by Jeff that the minutes of the **February 24, 2021** meeting of the ACO Board of Directors be approved as amended. **Motion CARRIED.**

5. Bringing closure to the February 24, 2021 meeting of the Board of Directors

While Jason and Jeff (who apologized for his part) felt it was important to bring closure to the “conflict” that unfolded at the last Board meeting, it was quickly agreed by all present that “conflict isn’t such a bad thing” if and when it lends itself to progress. All agreed that the matter is and should be behind us.

6. Financial report

Ray presented the financial report (to the end of February 2021, circulated) highlighting that with fiscal year-end just one week away, he is confident that the ACO will be in “good shape” and ready for what should be a routine audit process. He noted specifically:

- At this point in the fiscal year, the annual budget should be (about) 92% expended; the ACO is nearly there, with the exception of the MAC AIDS funds.
- ViiV funds and associated budget will roll over in the next fiscal year.
- \$11,000 of the ACO’s \$12,000 fundraising goal. However,
 - The ACO’s Landlord made a \$3,000 donation today, and
 - Jeff made a \$1,000 donation (in memory of Paul Kenney) today.
- So, in fact, the fundraising goal was exceeded by \$3,000.
- While a surplus of approximately \$22,000 is indicated in the report, most of these funds were expended in March.
- The anticipated year-end deficit is expected to be about \$13,000.
- Finally, the annual audit is scheduled to begin in the first week of May and “we will be ready”.

7. Committee Reports:

- Nominations Committee

Peter joined the meeting to present 2 new candidates to the Board of Directors: Andrea Prajerová and Saina Beitari (CVs circulated on March 23rd). The Nominations Committee unanimously recommends that Andrea be invited to join the Board and that Saina (a very strong candidate) be invited to join the “reserve pool” and to become involved with Committee work.

Jeff **MOVED** to accept the Nominations Committee recommendation to appoint Andrea to the ACO Board of Directors. Brigitte **SECONDED**. Motion **CARRIED**.

- **Executive Committee**

Jason indicated that there was nothing of note to report from the Executive Committee.

- **Policy Committee**

Jeff reported that the Policy Committee met on March 17, 2021. While not all Committee members were able to attend, those present focused on the Committee's forward-thinking agenda for the next several months. The following priorities were identified:

- Working with the Board and the ACO management team, assist with the efforts to "re-tool" the ACO's Strategic Plan.
- Development of a comprehensive Board Orientation Manual.
- Completion of a thorough review (and update) of the ACO's suite of Policy documents, concentrating on any Policy for which the last review was more than 2 years ago.
- Succession planning: planning for circumstances through which the Executive Director is no longer in service to the ACO; and, planning for vacancies on the Board of Directors (in collaboration with the Nominations Committee).
- A review (and update, if indicated) of the ACO's By-Laws.

The Committee will meet every two months and ad-hoc (as necessary). The next meeting will be scheduled for the week of May 10th (tentatively).

8. Executive Director's report

Khaled provided the following updates:

- HR updates: efforts to hire the Women's Community Developer and the Men's Outreach Coordinator are underway and going well.
- ACO staff completed a valuable Psycho-Therapy support session on March 11. While the evaluation is underway, the session was well-received by Staff.
- The ACO's (required) program plan and budget were submitted to the Ministry of Health on March 15th.
- The deadline for the City of Ottawa's Sustainability funding is April 15th and we will be ready.
- Preparation of a grant submission to the Women and Gender Equity Council is underway.
- A process through which the ACO will partner with the City's Sexual Health Program is in development which will focus on the following services:
 - Sexual health self-assessment
 - Testing
 - PReP
 - Hepatitis A and B vaccinations
 - HPV vaccinations

It is important to note that this work will not present a strain on the ACO's budget.

9. The OAN's Board Chairs/Executive Directors Retreat

Jason provided a high-level overview of the discussions he and Khaled participated in during the most-recent OAN retreat. He highlighted that discussions around "What if?" scenarios which could necessitate emergency/contingency planning with respect to the Executive Director's responsibilities if the ED is no longer able or is no longer present to meet the obligations of the role. The Policy Committee will be tasked with articulating and recommending steps as part of its focus on Succession Planning. Note: Khaled sent a copy of the OAN's succession planning template to Jeff.

Khaled indicated that discussions during the retreat focused notably on current and future funding and on the future of programs and service given the persistence of COVID-19. While planning and preparations for change are certainly warranted, there is no indication of the Ministry that planned funding will be adversely affected.

Other important conversations took place which focused on agencies' capacity and readiness to addressing:

- Ontario's opioid crisis,
- Social justice concerns broadly, and the "Black Lives Matter" movement more specifically, and
- Anti-racism.

Of note: Khaled is part of a provincial team tasked with developing anti-racism guidelines. Board members should expect to receive a survey invitation on this subject in the near future.

10. Next meeting(s) (to be convened by Zoom):

- **Executive Committee**
April 12, 2021 at 4:30 PM
- **ACO Board of Directors:**
April 21, 2021 at 6:00 PM

MOVED to adjourn (Jeff) at 7:22 PM.

DRAFT